



## CASCADE COUNTY

**Board of County Commissioners**  
325 2nd Avenue North  
Great Falls, MT 59401  
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Fax 406.454.6945  
commission@cascadecountymt.gov  
www.cascadecountymt.gov

### REQUEST FOR PROPOSAL - CORRECTED<sup>1</sup>

The Board of County Commissioners, Cascade County, Montana, will receive sealed proposals from interested parties for Audit Services pursuant to the Montana Single Audit Act as set forth in Title 2, Chapter 7, Part 5, MCA, for fiscal years 2020, 2021, and 2022 until 5:00 p.m. MDT, March 6, 2020. Specifics on responding to this solicitation can be found in the full RFP which can be obtained via the Cascade County web site at <http://www.cascadecountymt.gov/bids>. All proposals received will be opened and read aloud in the Commission Board Room, located in the Courthouse Annex, at 10:00 a.m. MDT, March 9, 2020.

Proposals must be labeled "Audit Services Proposal" and must be submitted or delivered to the Board of County Commissioners, 325 2<sup>nd</sup> Avenue North, Courthouse Annex, Room 111, Great Falls, MT 59401. Electronic submittals will not be allowed.


All proposals submitted or delivered will be time and date stamped. The time and date stamped on each proposal must indicate that it was received no later than 5:00 p.m. MDT, March 6, 2020. All proposals submitted or delivered time and date stamped later than 5:00 p.m. MDT, March 6, 2020 will be rejected and remain unopened.

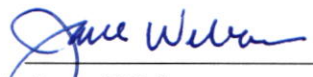
All proposals will become the property of Cascade County and will not be returned to the applicant. Cascade County will not pay for any information herein requested, nor will it be liable for any costs incurred by the applicant in obtaining preparing and submitting its proposal. No proposal shall be modified or withdrawn for a period of 90 days after the closing date for receipt of the proposals.

All proposers are expected to be aware of and to abide by all state and federal statutes, rules and regulations governing the solicitation and acceptance of this Audit Services contract, including such statute, rule or regulation relating to non-discrimination.

The Board of Commissioners intends to award the contract resulting from this Request for Proposals (RFP) to the bidder receiving the highest number of points as outlined in "VI. Evaluation of Proposals" in the RFP. The Board reserves the right to reject any or all proposals received, to waive informalities and to request additional information from proposers in its evaluation of the proposals submitted, and to accept the proposal which best serves the interest of Cascade County.

BOARD OF COUNTY COMMISSIONERS  
CASCADE COUNTY, MONTANA

  
James L. Larson  
Chairman

  
Jane Weber  
Commissioner

  
Joe Briggs  
Commissioner

<sup>1</sup> RFP III B. states that the audit shall meet the requirements of OMB Circular A-133 as issued by the Federal Office of Management and Budget. In 2014 that was incorporated into 2 Code of Federal Regulations (CFR) Part 200, also known as the "Super Circular".

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REQUEST FOR PROPOSAL FOR AUDIT SERVICES  
FOR THE FISCAL YEARS ENDING JUNE 30, 2020, 2021, AND 2022

## I. INTRODUCTION

The Board of County Commissioners of Cascade County invite independent certified public accountants licensed to practice in the State of Montana, and authorized by the State Department of Administration, Local Government Services, to audit local government entities, to submit proposals for the performance of examinations of the financial statements and records of Cascade County pursuant to the Montana Single Audit Act as set forth in Title 2, Chapter 7, Part 5, for the periods beginning July 1, 2019 and ending June 30, 2022. More specifically, we are soliciting proposals for three individual audits, being FY2020, 2021, and 2022.

Sealed proposals must be labeled "Audit Services Proposal" and must be received by 5:00 p.m. MDT, March 6, 2020, by the Board of County Commissioners, Cascade County, 325 2<sup>nd</sup> Avenue North, Room 111 of the Courthouse Annex, Great Falls, MT 59401. Electronic submittals will not be allowed.

Please direct any questions regarding the proposal to Diane Brien, County Accounting Manager at 325 2<sup>nd</sup> Avenue North, Great Falls, MT 59401, (406) 454-6716 or [dbrien@cascadecountymt.gov](mailto:dbrien@cascadecountymt.gov).

## II. DESCRIPTION OF ENTITY AND RECORDS TO BE AUDITED

Cascade County is a commission form of government, with a total FY2019 expenditure budget of \$77 million. The County is a Class 1 county with a population estimated at 81,755.

The County maintains the following number of funds in its accounting system:

General	1
Special Revenue Funds	98
Debt Service	10
Capital Projects	12
Enterprise	3
Internal Service	3
Fiduciary Funds	125

The County reports its financial information in a Comprehensive Annual Financial Report. The FY2018 report is available on line at <http://www.cascadecountymt.gov/departments/finance-office/annual-reports>. The County normally has its General, Road and Public Safety Funds as Major Governmental Funds and treats all of its Enterprise Funds as major funds. The County Accounting Department prepares the CAFR. The County is considered high risk on its Single Audit.

Cascade County has a fully detailed budget report listing all salary positions and a full detail of expenditures by fund, activity and object. Revenues are reported by fund and source. Both reports are too costly and cumbersome to attach and therefore samples will not accompany this RFP. However, they are available for inspection in the Clerk and Records office during regular business hours.

The following is a description of the systems, records and procedures employed to report the financial activity of Cascade County:

### A. ORGANIZATIONAL STRUCTURE / MANAGEMENT POLICIES/ PROCEDURE

The County currently has bargaining agreements with twelve unions. These unions represent better than 50% of the County employees. The County has about 500 full time employees.



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B. **ACCOUNTING RECORDS AND REPORTS**

The County has a fully automated financial system configured for (BARS) Budgetary Accounting and Financial Reporting System designed by the State of Montana. The County utilized New World software for accounting and payroll and CSA (Tyler Technologies – iTax) for property taxes. No changes to the type of software are currently planned. The system is generally a batch processing system with on-line inquiry into most accounting functions.

### III. NATURE OF SERVICES REQUIRED

- A. The services shall include a full financial and compliance audit of the funds in the financial statements of Cascade County.
- B. The audit shall meet the requirements of 2 Code of Federal Regulations (CFR) Part 200, also known as the “Super Circular”.
- C. The periods covered by these audits shall be from July 1, 2019 to June 30, 2020; July 1, 2020 to June 30, 2021; and July 1, 2021 to June 30, 2022.
- D. The final audit report shall include, but not be limited to the following:
  - 1. Review of the transmittal letter and supplemental schedules on which the auditor expresses no opinion.
  - 2. An independent auditor’s report expressing an opinion on the financial statements conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards*, issued by the comptroller General of the United States.
  - 3. A single audit section with auditors reports issued in accordance with the appropriate auditing standards and any other schedules required by the single audit act.
  - 4. Any other such matters as shall be mutually agreed upon.
- E. The auditor shall provide an electronic copy of the audit report that the County may reproduce. The County prefers to have its responses incorporated into the reports.
- F. We recognize that the working papers traditionally belong to the auditor, however, we require that the successful bidder retain the work papers for at least three years after the completion of the field work and that these work papers be available upon request for examination by the authorized representatives of the cognizant federal audit agency, the General Accounting Office, and Cascade County.
- G. If the auditor believes that a change in or addition to work is beyond the general scope of the RFP that will require additional compensation, it must notify the County in writing and obtain written approval from the Board of County Commissioners before beginning that work.
- H. Payment for audit services will be made on a percentage of completion basis. Final payment will not be made until after delivery of reports.

### IV. QUALIFICATIONS OF THE AUDITOR

Proposals shall contain the following mandatory information about the Proposer:

- A. Description and history of audit firm.
- B. Relevant prior governmental auditing experience.
- C. Affirmation that the proposer is properly licensed.
- D. Affirmation that the proposer does not have a record of substandard audit work and that they are approved by the State of Montana to conduct audits of local governments, and that the proposer will comply with appropriate state statutes.

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**V. ENTITY ASSISTANCE**

- A. In order to keep costs down, Cascade County personnel will provide assistance to the auditors, including the preparation of the CAFR, schedules and analysis of accounts. A detailed description of this assistance is noted in Exhibit B.
- B. The County will prepare and produce the CAFR.

**VI. EVALUATION OF PROPOSALS**

Cascade County will evaluate the proposals and make their selection based on several factors, which are noted below:

- A. Professional ability of personnel. (25%)
- B. Past performance and governmental audit experience. This may include contacting of references. (25%)
- C. Ability and willingness to meet time and budget requirements. (25%)
- D. Location of office (10%)
- E. Size and structure of firm (10%)
- F. Cost (5%)

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**INSTRUCTIONS FOR PROPOSALS**

Sealed proposals, five (5) copies, shall be delivered to Board of County Commissioners, Room 111 of the Cascade County Courthouse Annex Building, 325 2<sup>nd</sup> Avenue North, Great Falls, MT, by 5:00 p.m. MDT, March 6, 2020. Electronic submittals will not be allowed.

Sealed proposals must be labeled "Audit Services Proposal". Proposals must include:

- 1) Time and Price of the engagement. Please use Exhibit C to report your proposal for each individual year.
- 2) Qualifications of the Audit Firm.
  - a) Description and history of audit firm.
  - b) Relevant prior governmental audit experience.
  - c) Recent governmental audit report(s) for which the firm has performed similar work.
  - d) Total professional auditing staff available, and their experience, for people who may be assigned to this audit.
  - e) A statement that the proposer does not have a record of substandard audit work and that they are approved by the State of Montana to conduct audits of local governments, and that the proposer will comply with appropriate state statutes.
  - f) Experience in the preparation of a CAFR.
- 3) Representations.
  - a) An express agreement to meet or exceed performance specifications stated in Section III of the RFP.
  - b) A statement that the firm has the staffing necessary to complete the audit and issue opinions by December 15th of each year.

The County reserves the right to reject any and all proposals received, to waive informalities, and to request additional information from proposers in its evaluation of the proposals submitted. Cascade County intends to accept the proposal which, in the opinion of the County, best serves the interest of Cascade County.



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EXHIBIT A

Estimated Time Schedule (MDT) for Selection and Engagement of Auditors

Advertise Request for Proposal	February 9, 2020 February 16, 2020
Return Deadline for RFP	March 6, 2020 (5:00 p.m.)
Opening of Proposals	March 9, 2020 (10:00 a.m.)
Selection of Auditor	March 24, 2020
Discussion Scheduling with County	June 8, 2020
Close Financial Records	August 31, 2020
Work papers and 1 <sup>st</sup> draft of CAFR completed	September 30, 2020
Auditors fieldwork to begin	October 1, 2020
Completion of audit field work	November 15, 2020
Comments to County	December 1, 2020
Opinions to County, comment responses to auditor	December 14, 2020
Report and Management letter issued with responses	December 18, 2020
Audit Submitted	December 31, 2020

Note:

All scheduling estimates (except for RFP deadline) are subject to change,  
but should be considered as operating guidelines.

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EXHIBIT B

PREPARED BY CLIENT (PBC) WORKPAPERS

- 1) Trial Balance. (Excel if requested)
- 2) Schedule of accrued interest by fund at year end.
- 3) Computation of accrued interest at year-end.
- 4) List of cash by fund.
- 5) List of cash by investment. (County currently has none)
- 6) Market Value of Investment Pool.
- 7) Bank reconciliation for each account at year-end.
- 8) Reconciliation of Treasurer's Cash to General Ledger Cash to Report Cash.
- 9) Schedule of all transfers between any cash accounts.
- 10) Schedule (by fund) of beginning taxes receivable, tax assessment, collections, adjustments and ending balance receivable at year-end, by fund.
- 11) Schedule of all delinquent taxpayers at year-end.
- 12) Schedule of all delinquent taxpayers by year.
- 13) Schedule of taxable values used to levy current year tax.
- 14) Listing of mill levies.
- 15) Schedule of protesting taxes receivable by year, by fund, and by taxpayer.
- 16) Schedule by RSID, of special assessment deferred receivable with beginning and ending balances reconcile to year-end balance.
- 17) Schedule of principal and interest assessed on special assessments.
- 18) Schedule of inter-fund transfers.
- 19) Schedule of interfund payable/receivables
- 20) Detail of all accounts receivable.
- 21) Listing of inventory recorded at year-end.
- 22) Listing of capital outlay expenditures during the year by fund and cross-reference to Asset accounting module.
- 23) Detail listing of Enterprise Funds fixed asset purchases and retirements.
- 24) Detail listing of Asset accounting system showing beginning balance and additions less retirements/sales = ending balance.
- 25) Copies of any new note or bond agreements entered into during the year.
- 26) Listing of accounts payable, by fund and by vendor, at year end.
- 27) Listing of accrued liabilities or additional payables at year-end.
- 28) Schedule of intergovernmental revenue.
- 29) Schedule of Federal Awards.
- 30) Budget reconciliation.
- 31) Detail listing of accrued sick and vacation liability.
- 32) Debt maturity schedules.
- 33) Preparation of CAFR.

The County will assist the auditor in other areas if requested.